

SECRET

A-103

REF - 0929

25X1A

May 26, 1958

Russ-Woodbridge Corporation
8880 Ballance Avenue
Los Angeles 45, California

Dear

25X1A

In response to your letter dated May 2, 1958 file reference 191x.1057 and our recent discussion concerning the manner of handling per diem claims for personnel performing under contract A-103 you are advised as follows:

1. We shall be pleased to pick up each of your employees at the time they depart from contractors plant and handle their per diem transportation and other related costs until they are returned to the contractors place of business. This is exactly the process followed for personnel of other participants. (suppliers)

2. It is expected that you will be required at times to make temporary advances to these individuals for the purpose of defraying costs until they arrive in Washington, D. C. As you stated, said advances may be liquidated either by payroll deductions or direct collection from the employee by you.

3. Any cases that you have unsettled at date of receipt of this letter may be processed as stated herein utilizing the type of form furnished with letter dated 17 July 1957 for the purpose of filing the individual's itinerary.

Very truly yours,

Boug

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DOCUMENT NO. 101
NO CHANGE IN CLASS. ☒
[] DECLASSIFIED
CLASS. CHANGED TO: TS S C 2011
NEXT REVIEW DATE: _____
AUTH: HR 70-2
DATE: 14/28/ REVIEWER: 010956